**Coursedog – Creating a Course**

***Course – New***

*While on the Curriculum Management dashboard, select ‘New Proposal’ from the right-hand side of the page. To make changes to an existing course, select ‘Propose a New Course and click ‘Go to Form.’*

***Listed below is each field in the ‘Course – New’ proposal form; all fields with an asterisk are required.***

**COURSE INFORMATION**

**Effective Term\*:** Select the (future) term when this course will first be available to students.

**Rationale\*:** Provide a short ‘why’ for your proposed course. Be sure to include any special equipment or supplies including computing lab time, special software, etc.

**Will this course be requesting a fee?\*** (Yes | No): Additional information will be requested later in the form.

**Subject Code\*:** If you are proposing a new subject code, use the ‘New Subject Code’ form.

**Catalog Number\*:** If guidance is needed on selecting an appropriate/available catalog number, contact the curriculum office. For information regarding course numbering, click [here](https://curriculum.utah.edu/glossary/desired-number.php).

**Course Level\*:** Dentistry, Graduate, Law, Medicine, Non-Credit, or Undergraduate.

**Short Course Title\*:** This is the title that will show up on transcripts; 23 character maximum. If you are able to make the short and long course titles the same, please do so. If not, please make sure they resemble each other.

**Long Course Title\*:** This is the title that shows up in scheduling/catalog; 100 character maximum.

**Course Description\*:** This is the description that students see in the published catalog; 1500 character maximum. It is best to keep the course description to 100 words or less.

**Cross-Listed Course(s):** If you are proposing a cross-listing, please fill out the ‘Cross-Listed Course Change Information’ form.

**Similar Courses:** List any courses that have similar content and can “meet with” each other.

**CREDITS**

**Semester Credit Hours\*:** Include both a minimum and maximum number of credits that can be earned from the course. If the course has a fixed number of credits, put the same number in both fields.

**Repeat for Credit\*** (Yes | No): Repeatable means the course can be taken multiple times for additional credit. This is not to indicate if students are allowed to retake the course to replace an unwanted grade.

**Number of Completions Allowed** (Default: 1): If a course is repeatable for credit, indicate how many completions are allowed.

**Total Credits Allowed\*:** Calculate total credits allowed using the formula below.

Maximum Credits x Number of Completions Allowed = Total credits allowed

**ADDITIONAL CREDIT INFORMAITON**

**Allow Multiple Enroll in Term** (Yes | No): Select ‘Yes’ if students are allowed to enroll in the course multiple times within the same semester. This is typically used for Special Topics courses.

**COMPONENTS:** For more information about course components, click [here](https://curriculum.utah.edu/glossary/component.php).

**Select Component\*:** Select pre-defined component from the dropdown menu. If there are multiple course components, select ‘+ADD COMPONENT’ to enter information for additional component(s).

**Code:** This field will auto-populate once a component has been selected.

**Name:** This field will auto-populate once a component has been selected.

**PRIMARY COMPONENT**

**Primary Component\*:** Select the component that is used to determine the grading basis for the course.

**COURSE GRADING**

**Grading Basis\*:** Select the appropriate grading basis as determined by the primary course component.

**COURSE ENROLLMENT REQUISITES:** Include any required or recommended prerequisites and/or corequisites.

**Required Requisite(s): (250 characters max.):** Follow the guidelines below when typing requisites.

Wording “Prerequisites”, “Corequisites”, or “Recommended Prerequisites/Corequisites” should always begin the section.

Any letter grades should be surrounded by quotation marks. i.e. “C-“.

If multiple requirements are required they should be joined with the word ‘AND’ in capital letters. i.e. “B-“ or better in ACCTG 1010 AND ACCTG 1020.

If students are able to choose between multiple requirements, they should be joined with the word ‘OR’ in capital letters. i.e. “B-“ or better in ACCTG 1010 OR ACCTG 1020.

Groups of requirements should be surrounded by parentheses. i.e. (“B-“ or better in (ACCTG 1020 AND ACCTG 1021)) AND (“C” or better in (BUS 1010 OR BUS 1020)).

Should always end with a period.

**Recommended Requisite(s):** Use the guidelines listed above.

**ACADEMIC PLANNING**

**Semesters Typically Offered\***: Select the term(s)/year(s) that the course is typically offered. This is meant to help students plan accordingly. Please be aware that it is just

**Can/will this course be offered online?\*** (Yes | No)

**For Practicum, Clinical, Internship, or Field Work courses: can/will any part of this course be completed at a location outside of Utah?** (Yes | No)

**Is this course intended to directly meet requirements for professional licensure or intended to help maintain specialty accreditation of your program?** (Yes | No | Not Applicable)

**COURSE ATTRIBUTES:** If the course has any GE or BD designations, they will show in the fields listed below.

**General Education/Bachelor Degree Designation**

**Course Attributes**

**LEARNING OUTCOMES\*:** If you have questions about developing learning outcomes, please work with Mark St. Andre ([mark.standre@utah.edu](mailto:mark.standre@utah.edu))

**SUPPORTING DOCUMENTS**

**Attach a Sample Syllabus**

**NEW COURSE FEE INFORMATION:** Include the following information if a course fee is being proposed with the course.

**Fee Amount\***

**Course Fee Usage\***

**Item Type\***

**Fee Chartfield\***

**Is this course part of a program which has a program fee?\*** (Yes | No)

**Does the fee overlap with any approved program fees?\*** (Yes | No)

**I understand all fees will be collected by the University Cashier.\*** (Yes | No)

**Describe how the fee is associated with course learning outcomes.**

**Detailed Itemized Budget:** Your request will not be considered without this information. A template spreadsheet is available here: <https://uofu.box.com/s/qju1jult72eu9t96lwseq40oz0mlw2j9>

**ADMINISTRATIVE COURSE DETAIL**

**Department\***

**College/School:** This field will auto-populate when the department is selected.

**PeopleSoft Course ID**

**Course Category – Catalog Searchability:** Add up to two of the following course tags to the course in order to help students when searching the catalog.

* Lower Division
* Upper Division
* Graduate
* Law
* Medicine
* Dentistry
* Undergraduate